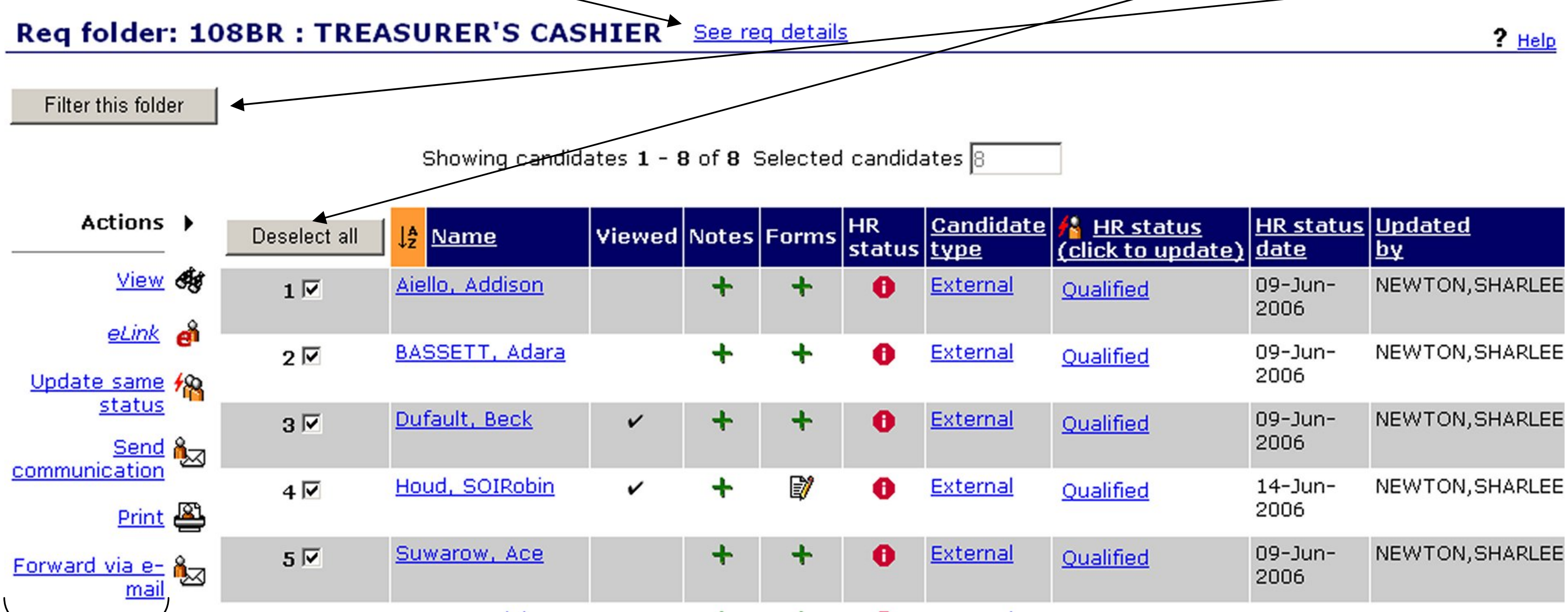
Working With a Req Folder for PAs

The example below shows a Req folder which contains qualified applicants. You can sort the applicants by clicking any of the underlined column titles across the top. You can also click on the Filter this folder link to narrow down the list of applicants based on various search criteria. To do that, click the Filter this folder link and complete the Search Pop-up box. In this example, all applicant records have been selected. Do deselect them, click the Deselect all link. You can also view the Req details by clicking here.



This list describes the links on the left navigation bar. Use these links to further process one or more applicants in the Req folder.

View: This link is one way to view an applicant record. Select an applicant and click the view link. You can also click the applicant's name in the name column.
eLink: Use this link to send an electronic form to one or more applicants. You can also use this function to send applicant information to a hiring supervisor. Select the applicant(s) then click elink. From that pop-up, select the form(s) to be sent and the recipient.
Update same status: Use this link to quickly update the HR status for a group of applicants. Select the applicants to update and click the Update same status link. On the pop-up screen, select the new status and click update. Valid initial statuses for PA use for applicants in Qualified Status are:

- Screening
- Recall Letter Sent
- Applicant Not Interested

- Considered, Not Interviewed
- Recall Bypass

Send communication: A variety of notices will be sent to applicants in the Req folder during the hire process. Communications can be either email or letter, depending on the applicant preference. To sort these, display the "preferred method of communication" information on the screen and sort by that. Select all applicants with the same status and click send communication. Select the communication to send, complete any ??? fields, and click send.

Print: Use this link to print the resume/CV and Cover letter for one or more applicants. This is also a good way to send the resume/cover letter information to the hiring supervisor because it prints a line between each applicant (unlike the Forward via e-mail link described below.) To print just one applicant record, select the applicant to print then click the Print link. The print will include the most recent resume and cover letter for the applicant. To send all applicants on the list to the hiring supervisor, do the following:

1. Select all applicants by clicking the Select all link.
2. Click print. You will see a Pop-up box titled Selected candidates with the number of selected candidates in parenthesis.
3. To email the list to the hiring supervisor(s), click Edit>Select All. Copy the selection using CTRL C or clicking Edit>Copy
4. Open up a blank email message.
5. On the email screen, type the hiring supervisor(s) email address in the To… line
6. In the Subject: line, type. Certificate for Vacancy XXXBR (Req number) and the job title
7. In the body of the email, enter a message to the hiring supervisor if desired
8. Below the message to the hiring supervisor, paste the copied text into the body of the email by either using CTRL V or clicking Edit>Paste. .
9. Click Send to send the email.

Forward via e-mail: Use this link to forward one or more applicant records to another user via email. This action sends the resume and cover letter for the selected applicants but the information is not separated by applicant so may be a bit harder for the recipient to read. For sending this information for all applicants to a hiring supervisor, we recommend the Print action described above.

This list describes the column on the top of the applicant information table, also known as the dash board.

Name: This column can be sorted alphabetically by clicking this title.

Viewed: If the applicant record have been viewed by the person signed on, a check mark will appear in this column.

Notes: If there have been notes entered for the applicant, a small yellow square will appear in this column. To view a note, click this icon. To enter another note, click the add note icon. If there are no notes for the applicant, a green **+** will appear. Click that icon to create a new note. Remember that notes entered become a permanent part of the applicant record and may be viewed by others.

Forms: To add a form for the applicant, click the green **+** in the column. To view forms already created for the applicant, click the pencil/paper icon in the column.

HR Status: Displays all HR statuses for the applicant.

Candidate Type: Displays the candidate type for that candidate. This column can be sorted by candidate type. Valid options are:

- External – applied via the non-promotional gateway
- Internal – applied via the promotional gateway
- Excluded – applicant is excluded from applying for any job classes (these applicants should not be included in Req folders

HR Status (Click to update): Shows the current HR status for the applicant. This column can be sorted by statuses to make updating same status action easier.

HR Status Date: Shows the date the current HR status was set This column can be sorted by date.

Updated By: Shows the last person to update the applicant record. This column can be sorted.